

# **10 FAM 550 BUDGET REVIEW**

*(TL:PEC-01; 10-01-1999)*

## **10 FAM 551 PURPOSE**

*(TL:PEC-01; 10-01-1999)*

Prior to submission of the grant/cooperative agreement file to the Assistant Secretary for approval, an initial review of the applicant's proposed budget will be performed by the program office.

## **10 FAM 552 POLICY**

*(TL:PEC-01; 10-01-1999)*

Bureau policy is to comply with all applicable OMB circulars and Department guidelines in the grant budget review process.

## **10 FAM 553 CRITERIA**

*(TL:PEC-01; 10-01-1999)*

a. The organization's budget proposal should be divided into administration and program. The budget should be on a fiscal year basis for annual grants. Detailed staff requirements need to be part of the budget submission, i.e., number of positions, title and salary levels, benefits, etc. How do the staff needs compare with similar organizations handling a similar workload? How were staff needs established? Functions and responsibilities of the staff for the proposed project must be clearly spelled out - percentage of time charged to grant, etc.

b. Major cost categories should be broken down in detail. If there has been a prior year grant, the previous year's budget should be included for comparison. Any significant increases over the previous year's level must be explained.

c. All budget items should describe fully the purpose of the item and what it is producing.

d. Does the grant have other funders? If so, how is the formula for funding developed and what is it? The budget should identify what the grant pays for and what other funders finance.

e. Are required restrictions honored?

f. Organizations must use U.S. flag carriers. Proposed exemptions to this requirement must conform to Department guidance on allowable exceptions, and are subject to prior approval via authorized channels.

g. Grant expenses may not be incurred prior to the effective date of the grant agreement. Unauthorized expenses may not be incurred without the prior approval of the contracting officer.

h. Expired grants may not be amended without the approval of the Assistant Secretary and the contracting officer.

i. Uniform Travel Regulations (UTR) apply to all Bureau grants including city-pair contracts, Fly U.S. rules, per diem or subsistence limits in the United States.

j. Other costs will be assessed for reasonableness by comparing them to costs in other grant proposals for similar projects.

## **10 FAM 554 PROCESSING OF APPROVED PROPOSALS**

*(TL:PEC-01; 10-01-1999)*

a. After Assistant Secretary approval, the Bureau Grants Coordinator/Assistant forwards the completed file to ECA/PE/V/P and sends a copy of the signed Congressional notification to cognizant Congressional committee staff.

b. ECA/PE/V/P authorizes obligation of funds and forwards the grant package to the Grants Division.

c. After the conclusion of the Congressional notification period (which may be extended by the Assistant Secretary if there are pending Congressional questions), Bureau Grants Coordinator/Assistant forwards "vetted" memo, signed by Bureau Grants Coordinator, to Grants Division, confirming funds may be released.

## **10 FAM 555 THROUGH 559 UNASSIGNED**